

Workplace Alaska

Class Specification Natural Resource Specialist V

Created: 11/27/2002 by Connie Preecs	AKPAY Code: P6645	Class Code:	PH0315
Finalized on: 11/16/2002	Class Outline Cat: B	Class Range:	23
	Approved by: Dianne Corso	Class Status:	Active
Category: Professional	Class Title:	Natural Resource Specialist V	
Original Date: 01/16/2002	Use MJR Form:	Standard	

Original Comments:

Established. New level of series part of Natural Resource Officer/Natural Resource Manager study (cpreecs/jkidd).

Subsequent Revision Dates/Comments:

09/08/2004 - Revise definition and distinguishing characteristics (Powelson).
07/21/2008 - Revised definition, distinguishing characteristics, Knowledge, Skills, and Abilities, and minimum qualifications (CBoland).
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: 04/24/2009 **EEO4:** B **SOC:** 19-1099 **Census:** 02

Last Update Comments:

Revised definition, distinguishing characteristics, Examples of Duties, and Knowledge, Skills, and Abilities. (CBoland).

Definition:

Under general administrative direction, the Natural Resource Specialist V is a chief policy analyst for the Division of Oil and Gas in regard to royalty-in-kind contracts, and other oil and gas leases, licenses, contracts, regulations, environmental policy and legislation; or a single position that is the chief policy analyst for the Alaska Natural Gas Pipeline Coordinator's Office with respect to State and federal environmental policy, agency procedure, legislation, and regulation; or a single position that is the Division of Forestry's expert policy advisor on forest management and practices.

Distinguishing Characteristics:

Natural Resource Specialists (NRS) V in the Division of Oil and Gas are responsible to the Director for policy analyses, recommendations and decisions regarding highly complex, politically, environmentally, and economically sensitive matters pertaining to oil and gas exploration and development. Work products are subject to significant scrutiny from the legislature, other governmental agencies, the public, and oil companies, as well as national and international advocacy groups. The NRS V frequently leads or coordinates the work of multidisciplinary teams composed of high level scientific and technical experts; however, the NRS V is not required to be a manager or supervisor and the presence or absence of such duties is not class controlling.

The Natural Resource Specialist V in the Alaska Gas Pipeline Coordinator's Office is responsible to the Natural Gas Pipeline Coordinator for coordinating oil and gas environmental policy for the Alaska Gas Pipeline Coordinator's Office; coordinating and facilitating environmental requirements between the State of Alaska, the federal government, Canada, and the applicants; proposing, drafting, and providing support for new legislation or amendments to existing statutes; and supervising preparation of the Alaska Natural Gas Pipeline Right-of-Way Finding, in addition to working with the Alaska Legislature, State and federal agencies, and Congress on State and federal legislation and regulations relating to the Alaska Natural Gas Pipeline.

The Natural Resource Specialist V in the Division of Forestry is responsible for managing the Forest Resources Program and for serving as the division's subject matter expert for policy and forest management practices.

NRS V is distinguished from the NRS IV by the role of the NRS V as a staff advisor to the Director, Division of Oil and Gas; as the chief policy analyst for the Alaska Natural Gas Pipeline Coordinator's Office; or as the chief policy analyst to the Director, Division of Forestry, on forestry management practices.

NRS V is distinguished from the Natural Resource Manager (NRM) series by the program management responsibilities assigned to the NRM series, including a requirement for supervision of staff.

Examples of Duties:

Coordinate environmental policies for oil and gas issues throughout the Department of Natural Resources: assure integration of oil and gas environmental policy into lease sales, exploration licenses, and plans of operations; coordinate development and integration of mitigation measures; lead multidisciplinary teams including commercial analysts, petroleum geologists and engineers as well as professionals from other agencies.

In coordination with the Petroleum Market Analyst make recommendations to the Commissioner concerning the terms, conditions and

methods of negotiated or competitive disposition of royalty-in-kind oil or gas; draft oil or gas royalty-in-kind contracts between Department of Natural Resources and industry for competitive or noncompetitive royalty-in-kind sales; oversee drafting of royalty-in-kind best interest findings; hold public hearings on royalty-in-kind sales.

Draft, propose and provide support for new legislation and amendments to existing statutes; coordinate department responses with other divisions and departments; serve as point of contact between the division and legislators and their staff; review and analyze proposed federal legislation; brief Director and Commissioner regarding impacts of oil and gas related state and federal legislation.

Coordinate and facilitate, for the Alaska Gas Pipeline Coordinator's Office, permitting and environmental requirements between the State of Alaska, the federal government, Canada, and the applicants. Perform in-depth analyses of agency requirements and ensure permitting is coordinated in a timely manner and all required permits are obtained. Work with teams from the Alaska Pipeline Coordinator's Office, federal resource agencies, and State resource agencies.

Coordinate oil and gas environmental policy for the Alaska Gas Pipeline Coordinator's Office. Develop and present to the Natural Gas Pipeline Coordinator and the DNR Commissioner alternative courses of action when existing policy, statute, or regulation are unable to resolve environmental issues.

On behalf of the Natural Gas Pipeline Coordinator, respond to federal plans and environmental proposals that may impact the State natural gas pipeline.

Analyze the legal and regulatory aspects of applicable federal statutes and ensure that legal and regulatory requirements are met. Analyze how new State and federal legislation differs from previous law or conflicts with existing regulations.

Serve as the Alaska Gas Pipeline Coordinator's Office liaison to legislators and their staff.

Serve as Department liaison to local governments regarding oil or gas proposals in their area.

Respond to federal plans and environmental proposals that impact state oil and gas exploration on behalf of the Director, Division of Oil and Gas.

Act as hearing officer for disputes over division actions; write decisions for signature of the Director, Oil and Gas, or the Commissioner, Department of Natural Resources.

Determine need for public outreach and awareness programs and procedures to educate public, particularly subsurface owners, about oil and gas activities in their area; work with division and section supervisors to implement programs.

Knowledge, Skills and Abilities:

Expert knowledge of oil and gas or forestry policy issues.

Thorough knowledge of statutes and regulations pertaining to oil and gas exploration and development or forestry management.

Thorough knowledge of prior judicial decisions and administrative determinations affecting natural resource issues.

Thorough knowledge of administrative procedures. Working knowledge of standard office computer operating systems and software.

Knowledge of State and federal oil and gas issues and how they interact with State policy and federal environmental policy.

Working knowledge of State and federal legislative and regulatory processes.

Skill in locating, compiling and analyzing complex, often highly technical information from specialized technical or scientific sources.

Ability to manage several projects simultaneously.

Ability to communicate effectively orally and in writing in order to communicate complex, technical information to technical and general audiences.

Ability to negotiate effectively in sensitive situations.

Ability to achieve results through persuading, influencing and working with others.

Ability to facilitate meetings effectively and efficiently and to resolve conflicts as they arise.

Minimum Qualifications:

One year of advanced or supervisory level professional experience in natural resource management. The required experience is met by service as a Natural Resource Specialist IV, Natural Resource Manager II, Geologist IV, or Forester IV with the State of Alaska or the equivalent elsewhere.

OR:

A Ph.D. from an accredited college in a natural resource field, public administration, planning or economics, or a juris doctor (J.D.) from an accredited college of law.

OR:

A master's degree from an accredited college in a natural resource field, law, public administration, planning, or economics.

AND

Two years of professional experience in natural resource management. The required experience is met by service as a Natural Resource Specialist III, Natural Resource Manager I, or Forester III with the State of Alaska or the equivalent elsewhere.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

For purposes of the minimum qualifications, natural resource management is defined as the management of the land, water, mineral, forest, oil, gas, agricultural, archaeological, natural and cultural history, park, and related surface and subsurface resources. Experience or education in natural resource management means involvement in the above resources exclusively. Those with experience or education in managing these resources may specialize in different management functions (for example, planning, regulation, research or title). All of this experience is applicable to the natural resource management definition. Some positions may require education in a particular area of natural resource management or specific technical knowledge and training gained through specialized education or progressively greater responsibilities at the lower levels of the series.

Minimum Qualification Questions:

Do you have one year of advanced or supervisory level professional experience in natural resource management? The required experience is met by service as a Natural Resource Specialist IV, Natural Resource Manager II, Geologist IV, or Forester IV with the State of Alaska or the equivalent elsewhere.

Or Substitution:

Do you have a Ph.D. from an accredited college in a natural resource field, public administration, planning or economics?

Or Substitution:

Do you have a juris doctor (J.D.) from an accredited college of law?

Or Substitution:

Do you have a master's degree from an accredited college in a natural resource field, law, public administration, planning or economics?

AND

Do you have two years of professional experience in natural resource management? The required experience is met by service as a Natural Resource Specialist III, Natural Resource Manager I, or Forester III with the State of Alaska or the equivalent elsewhere.